



EXAMINATION OPEN TO THE PUBLIC

YOUTH SERVICES ASSISTANT UNIT LEADER

ANNUAL \$49,149
SALARY: \$61,628

SALARY
GROUP: SH 19

APPLICATION CLOSING
DATE: MARCH 10, 2011

EXAM
NO: 1101200CJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Children and Families, Connecticut Juvenile Training School, this class is accountable for the coordination of a shift on one or more assigned areas of residential living or program activity.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MARCH 10, 2011**:

GENERAL EXPERIENCE: Three years of experience working with youth with behavioral disturbances, emotional disturbances and/or developmental disabilities.

SPECIAL EXPERIENCE: Two years of the General Experience must have been providing custodial care and rehabilitative services to residents. (Note: For State employees, this is interpreted at the level of a Youth Services Officer.)

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of one year.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

WORKING CONDITIONS: Incumbents in this class may be required to physically restrain residents, may have some exposure to infectious and/or communicable diseases and may be exposed to some danger of injury from assaultive/abusive students.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of principles and practices of care, custody and rehabilitative guidance of delinquent youth; considerable knowledge of behavioral and emotional problems experienced by youth; considerable knowledge of policies, procedures and philosophies of Connecticut Juvenile Training School; considerable interpersonal skills; oral and written communication skills; ability to prepare reports; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT: (1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the supplemental examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Youth Services Assistant Unit Leader, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Youth Services Assistant Unit Leader cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience providing custodial care and rehabilitative services to youth with behavioral disturbances, emotional disturbances, and/or developmental disabilities. Describe your specific responsibilities providing care, custody, training and rehabilitative services. Include experience overseeing maintenance of residents living environment; maintaining order and security; counseling and advising residents in groups and individually by modeling appropriate behavior and encouraging residents to establish and develop effective, positive interpersonal relationships; implementing resident treatment plans; and participating as a member of a unit interdisciplinary team. (2) Experience leading and/or supervising staff. Include the numbers and job titles of the staff you directly led/supervised and your specific lead/supervisory responsibilities (e.g., assigning, overseeing and reviewing work; determining priorities and planning unit work; providing staff training and assistance; and conducting performance evaluations). (3) Experience maintaining records and preparing reports. Describe your experience maintaining activity logs and preparing timely and accurate reports regarding activities, incidents and resident progress and adjustment. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by March 10, 2011.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by April 20, 2011.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.